

# **SITING, ENVIRONMENTAL IMPACT STATEMENT, AND PRE DESIGN CONSULTING SERVICES**

## **For a NEW PRISON RECEPTION CENTER**

The purpose of this project is to select a consultant to develop and conduct a siting process to locate a new correctional reception facility on the west side of the state. The consultant will also produce an Environmental Impact Statement to confirm the suitability of the sites, and provide pre-design services for the new facility. The new facility will provide 1,024 Reception beds, 64 Segregation beds, program areas for intake, classification, visitation, food service, health services, administration, and support services. The consultant team will be expected to include environmental professionals, communications staff, engineers and architects, real estate professionals and LEED accredited personnel. The consultant team also needs the ability to provide schematic through construction phase services for this project if requested. The consultant chosen must be able to begin work immediately upon selection. Any persons providing services under this contract must successfully pass a Washington State Patrol NCIC check.

All sites to be considered are required to be near primary highway systems. The estimated Maximum Allowable Construction Cost (MACC) of the project is \$167,000,000. The estimated preliminary space program totals approximately 320,000 gross square feet.

### Background

- Funding was provided to the Department of Corrections in the 2010 Supplemental Budget to begin development of a new west side corrections complex. The new section 2018 of chapter 42007, laws of 2009, provides State Building Construction Account funds for a project titled Westside Corrections Complex: Siting and Pre-design (92000032).
- The problem driving this request is the February 2010 Caseload Forecast Council report that forecasts a male bed shortfall by the year 2016. The need is also driven by the legislature's decision to close old and inefficient housing units at the McNeil Island Corrections Center and replace them with new units that are less expensive to operate.

### Site Selection Process

- Develop and conduct a facility siting process compliant with RCW 72.65.220 and WAC 137-59-050.
- The consultant shall develop initial solicitation notice to interested jurisdiction. At a minimum, work will involve producing an initial letter notifying jurisdictions of interest in having a correctional facility, a letter of interest by the Department, creation of an information document providing the process, what the project is, how it affects their community, benefits to the community, and the involvement required of the local community. Also develop a preliminary questionnaire to enable jurisdictions to respond, and to provide documentation on confirmation of intent to respond.

- Distribute final solicitation information to the Department. Assume ten (10) hardcopies and two electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department. Expenses for this requirement will be reimbursable.
- Provide administrative effort for notification. Assist in developing information to be posted on DOC website.
- Develop screening assessment tool in evaluating initial response for fatal flaws. Summarize and provide oral presentation to the Department. Assume 30 sites to be reviewed.
- Develop response letter by the Department for additional information. Work will involve developing a detailed "Site Selection Questionnaire" form for the jurisdiction to complete and return.
- Distribute final site selection questionnaire information to the Department. Assume ten (10) hardcopies and two electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department. Expenses for this requirement will be reimbursable.
- Provide administrative effort for response to interested jurisdiction. Assist in developing information to be posted on DOC website.
- Develop evaluation criteria assessment to evaluate information provided in "Site Selection Questionnaire" and additional information from other sources.
- Visit sites and obtain appropriate information to evaluate proposed sites. Summarize and provide site selection report and make oral presentation to the Department. Assume 30 sites to be evaluated with three preferred sites identified for further consideration.
- Distribute final site selection report to the Department. Assume ten (10) hardcopies and two electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department. Expenses for this requirement will be reimbursable.
- Provide administrative effort for announcement of preferred sites to successful jurisdiction. Assist in developing information to be posted on DOC website.
- Provide handbook on public involvement for use by local jurisdiction, describing how to prepare a public involvement plan, types of public outreach that may be effective, information materials that may need to be developed, and media activities that may be needed. Information to be provided to the final selected sites.

#### Environmental Impact Statement (EIS)

- Provide services in accordance with the State Environmental Policy Act.
- Assume three sites to be studied in the EIS.
- Conduct formal public EIS scoping process. Provide administrative effort for announcement of scoping meetings. Assist in developing information to be posted on DOC website.
- Develop draft EIS with summary of the proposed action, the site alternatives, and probable environmental impacts that occur.

- Provide detailed description of the proposed action and each of the alternative sites including modeling of the predesign concept facility. Include an evaluation of the 'no action' alternative.
- Develop separately the documentation for affected environment, impacts, and mitigating measures. Provide supporting documents associated with this effort.
- Summarize and make oral presentation to the Department.
- Assist in developing information to be posted on DOC website.
- Upon satisfactory completion of the draft EIS, Develop plan and distribution list for the draft EIS. Distribute draft EIS to appropriated stakeholders. Hard copy draft EIS will be a reimbursable expense. Assume ten (10) hardcopies and two electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department. Expenses for this requirement will be reimbursable.
- Upon satisfactory completion of the draft EIS, ten (10) hardcopies and two electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department. Expenses for this requirement will be reimbursable.
- Respond to written comments to the draft EIS.
- Finalize EIS document.
- Distribute final EIS to appropriated stakeholders. Hard copy final EIS will be a reimbursable expense. Assume ten (10) hardcopies and two electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department. Expenses for this requirement will be reimbursable.
- Assist in developing information to be posted on DOC website.
- Draft formal action after preferred site is selected.

### Pre Design

- Develop a Facility Program Analysis (FPA) including a listing and quantification of space needs.
- Preliminary space program estimates shall be provided for use in site selection and EIS development.
- Upon satisfactory completion of the draft FPA, ten (10) hardcopies and two electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department. Expenses for this requirement will be reimbursable.
- Prepare pre design using the Office of Financial Management's (OFM) Pre design Manual. The OFM Pre Design Manual for Capital Projects is available at <http://www.ofm.wa.gov/budget/instructions/capital.asp> . The tasks include the following elements:
  - Project Analysis
  - Program Analysis

- Site Analysis
- Project Budget Analysis
- Master Plan & Policy Coordination
- Facility operations & maintenance requirements
- Project diagrams and drawings
- Develop pre design with full assessment of the preferred alternative, the other alternatives, and the 'no action' alternative.
- Develop concept site plans for the preferred site alternative and other site alternatives.
- Upon satisfactory completion of the draft predesign, ten (10) hardcopies and two electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department. Expenses for this requirement will be reimbursable.
- Respond to written comments to the draft pre design.
- Finalize pre design document. Ten (10) hardcopies and two electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department. Expenses for this requirement will be reimbursable.

#### Site Selection/EIS Schedule

Develop information for solicitation – 2 months

Send Solicitation to communities and receive "Confirmation to Respond" notification by communities – 2 months

Initial site screening review – 2 weeks

Send information to those communities for additional details with "Site Selection Questionnaire" – 2 months

Site visits and evaluation of sites – 1 month

Site selection report completed – 1 month

Prepare draft EIS – 6 months

Finalize EIS – 2 months

#### Predesign Schedule

Prepare Facility Predesign – 7 months

Site visits and evaluation of sites – 1 month

Develop off-site scope and cost estimate – 1 ½ months

Develop conceptual layouts – 1 month

Finalize Predesign report – 2 months